

City of Harrington Position Description

CLASS TITLE: ADMINISTRATIVE ASSISTANT (Part-time)

DEPARTMENT: ADMINISTRATION

DATE: December 7, 2009

SUMMARY STATEMENT

Performs a variety of routine and complex professional, administrative functions to include accounts receivable and accounts payable duties for the City.

DESCRIPTION

Essential Duties and Responsibilities:

- Serves as a liaison with the public, clients, staff and others to exchange information and explain services, laws, rules, regulations, policies and procedures via telephone or in person.
- Processing business, rental, and contractor licenses:
 - Receives and reviews applications for business, contractor, and rental licenses. Ensures all required information/ documentation for license type/category is included. Verifies authenticity of documentation. Contacts applicants for missing information. Approves or recommends approval of applications.
 - Tracks a variety of activities. Prepares routine summaries and reports. Conducts limited research and analysis of facts and information maintained to provide ad hoc reports. May recommend changes to improve licensing process.
 - Maintains licensee and/or fee information in a computerized database. Generates licenses, invoices for billing, labels, listings, reports and/or other information from database as required. Maintains a variety of files.
 - May collect, record and deposit fees.
 - Organizes and oversees the license renewal process. Ensures appropriate notices and/or forms are issued to licensees. Follows-up and tracks renewals and resolves problems relating to procedures and delinquent deadlines.
- Performs mathematical calculations relative to property taxes, utilities, licensing fees, penalties and interest.
- Assist with monthly, quarterly, and annually accounts receivable billings as needed.
- Assist with accounts payable

- Reconcile monthly billing statements
- Prepare check runs on a bi-weekly basis
- Code invoices and disburse to appropriate departments for approval upon receipt
- Assists City Manager, City Clerk, Clerk of Council, and Finance Director with miscellaneous tasks as needed
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.
- Obtains, organizes and drafts technical and administrative material necessary for public information or departmental use. Collects and compiles data to prepare reports, community newsletters, and provide supporting documentation.
- Creates word processing documents; creates and maintains databases typically using Access or similar software packages; creates and maintains spreadsheets; creates original presentations using software packages.
- Performs related work as required.

Supervision Received:

Works under the general supervision of the City Manager.

REQUIREMENTS

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing; Ability to prepare written reports and give verbal presentations.
- Working knowledge of general accounting procedures.
- Ability to maintain efficient and effective systems and procedures.
- Ability to follow oral and written directions and instructions.
- Ability to maintain a high degree of confidentiality regarding material of potentially sensitive nature.
- Knowledge of computerized applications.
- Working knowledge of City, County, State, and Federal government activity.
- Ability to present a professional image.
- Knowledge of modern office practices and procedures.
- Must maintain high levels of accuracy and organizational skills.

Desired Education & Experience

- A high school diploma; and
- Two (2) years of related experience; or

- Any equivalent combination of education and progressively responsible experience.

Special Requirements:

Must be bondable and obtain a current Criminal History Back Ground check. Must have a valid driver's license.

Tools & Equipment Used:

Personal computer, including word processing, spreadsheet and data base software (currently MS Office), phone, copy machine, fax machine.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions. Individual must possess the ability to observe and follow all safety rules and acts that are presented in the personnel policy manual.

The employee must occasionally lift and/or move objects up to 5 or more pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is relatively quiet.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is recommended by the City Manager to the Personnel Committee and City Council for final action.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Effective Date:

Revision History: